

## SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

**Classification Title** – Administrative Specialist III, 9613

**Date Posted** – November 4, 2010

**Pay Grade/Salary Range** – Grade 12, \$2,427.44 - \$3,215.72

**Agency** – Military Affairs, Facilities Division

**Work Location** – Fort Knox, KY, Hardin County

**Agency Comments** – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1) (r).

**General Job Duties** – Provides professional support in the review, evaluation, development and implementation of the Fort Knox Billeting Program and manages all budgetary aspects of the program. Provides other services necessary to the performance and success of the Fort Knox Billeting Program. Interprets and applies laws, rules, regulations and policies applicable to the administration of the billeting program. Follows all state purchasing guidelines for the Billeting program. Reviews and develops procedural alternatives and tracks expenditures charged against both the local and state accounts. Reviews, complies and/or prepares operational records and reports for compliance with federal, state and agency reporting requirements. Monitors organizational budget status and makes recommendations to superiors in terms of internal adjustments necessary to stay within the budget. Provides other services including serving as a backup to other billeting positions as necessary to the performance and success of the Fort Knox Billeting Program. Assesses the need for additional equipment, supplies and materials. Makes recommendations and requisitions based on need and supervisor approval. Contacts field personnel by phone, in writing or in person to resolve inconsistencies or inaccuracies in records and reports.

**Minimum Requirements** – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have three years of professional, administrative or business experience. Substitution Clause: Education: Additional education will substitute for the required experience on a year-for-year basis. Experience: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

**General Description of Benefits** – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

**How to Apply** – Contact Teresa Lee, HR Administrator, Department of Military Affairs at [teresa.lee2@us.army.mil](mailto:teresa.lee2@us.army.mil) or 502-607-1237.

**Application for Deadline** – 16 November 2010